

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

General Administration (General,L&C) Department – Translation Department –  
Smt. P. Lakshmi Koteswary, Director of Translations, Translation Department,  
Telangana, Hyderabad – Sanction of Surrender of Earned Leave for encashment  
during the Financial Year 2025-2026 – Orders – Issued.

**GENERAL ADMINISTRATION (GENERAL, L&C) DEPARTMENT**

**G.O.Rt.No. 861**

**Dated: 30-06-2025**

**Read the Following:-**

1. Circular.Memo.No.34005-A/870/FR.I/2012, Finance (FR.I) Dept., Dt:14.12.2012.
2. From the Director of Translations, Translation Department, Telangana, Hyderabad, Lr.No.39-G/TS/2025,dt:13.06.2025.

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**ORDER:-**

In terms of the orders issued in the reference 1<sup>st</sup> read above, Smt. P. Lakshmi Koteswary, Director of Translations, Translation Department, Telangana, Hyderabad is hereby permitted to surrender 15 days of Earned Leave for encashment with effect from the dates mentioned in column No.5 for the Financial Year 2025-2026.

Sl.No.	Name of the Individual/ Designation	No. of days last Surrendered & dates	No. of Days E.L. at credit as on 01.01.2025	No. of days now Surrendered and date w.e.f. which Surrender allowed	Balance of E.L. at credit after present Encashment
1.	2.	3.	4.	5.	6.
1.	Smt. P. Lakshmi Koteswary, Director of Translations.	01.04.2024 to 30.04.2024 30 days	278	16.04.2025 to 30.04.2025 15 days	263

2. After surrender of 15 days Earned Leave she is having a balance of (263) days at her credit.
3. This order does not require the concurrence of Finance Department.
4. Necessary entries have been made in the Service Register of the Officer.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**M. RAGHUNANDHAN RAO**  
**SECRETARY TO GOVERNMENT (POLL.) (FAC)**

To

Smt. P. Lakshmi Koteswary,  
Director of Translations, Translation Department,  
Telangana, Hyderabad. (Along with original SR on Bound)  
The Director of Translations, Translation Department,  
Telangana, Hyderabad.

**Copy to:-**

The Accountant General, Telangana, Hyderabad.  
The Pay & Accounts Officer, Telangana, Hyderabad.  
The Director of Treasuries and Accounts, Telangana, Hyderabad.  
SF/SC.

**//FORWARDED::BY ORDER//**

**SECTION OFFICER**